

Held Via Zoom

Present Attendees		Apologies	Also Distributed To:
Kimiyo Rickett (KR) Chair Jane Kracke (JK) Malcolm Armstrong (MA) Jude Taylor (JT) Hazell Thorogood (HT) Sharon Heath (SH)	Senior Independent Director Chief Operating Officer, SASSOT Chair Director, SASSOT Office Manager Board member		Board

Meeting Minutes

No.	Item Topic
1.	Apologies – As above
2.	Declarations of interest – as in previous minutes
3.	Minutes of Last Meeting & Matters Arising - All agreed the minutes of the last meeting as an accurate record
4.	2020-21 Budget – Q1 update Enc.3 <ul style="list-style-type: none"> - There are no major changes; however the quarter hasn't fully come to a close; figures may change slightly. - There is an underspend on staffing as SASSOT pay monthly pension and pension deficit payments to SBC, but SBC haven't taken the payment deficit payments yet. - We have received an additional 80k for the Tackling Inequalities fund: this will be paid out in grants by the end of October, (we will look to issue grants before this). - SE normally pay our funding in two 6 monthly payments however we have had this payment for the year in error: SE have advised we can keep this in our budget. - SBC haven't agreed the pay award for the year yet but we have budgeted for a 2% increase. Unions are pushing for 2.5% and it will be backdated to the 1st April. - Slightly less income from local partners: LDC / SBC have paid; NULBC & SCC have been invoiced. For SMDC the SLA has been delayed in legal. Need to check on the status of the invoice for CCDC. - The universities are invoiced on slightly different timescales. - There is some flexibility around CYP funding from SE. There is a cut to the Primary Premium role however not as large as we forecasted. The funding is now more outcome based and is not programme specific, which allows a lot more flexibility and may have more of an impact locally.

5.	<p style="text-align: center;">5-year Forecast Enc.4</p> <ul style="list-style-type: none"> - 2024-2025 has been added to this forecast and it is still in the green. - The temporary project officer until the end of August has been taken into account. - All agreed to amend the figures to reflect the actual funding cut from Sport England. - At some point we will need to factor in the maternity leave for School Games and cover is being sought for this role. - 2024-25 – if we didn't have carried forward we would overspend by 48k which will need to be covered by generating increased income/ exploring the benefits of our new charitable status. - We can also meet with a member of the Active Partnerships team who deals with helping partnerships to generate funding. 																		
6.	<p style="text-align: center;">Risk Register Enc.5&6</p> <ul style="list-style-type: none"> - There are still two versions, ongoing and COVID-19, there have been no major changes in the last quarter. - Office space: SCC have now advised the office space is no longer available. Potential other locations are: Staffordshire FA / Stafford College / Keele. - Recommendations on how to move forward will be taken to IWG and then a paper will be taken to Board on the options going forward. - At the moment arrangements to assist in getting the finance systems set up are on hold due to C-19. - We have been advised that Together Active's income will fall outside the scope of VAT. - Risks around morale / how staff are feeling; a survey is going out to review the situation. A simplified version of the PDR's is going ahead. 																		
7.	<p>Crisis Management Webinar feedback</p> <ul style="list-style-type: none"> - Feedback to follow shortly. 																		
8.	<p>Date of next meetings</p> <ul style="list-style-type: none"> - Tuesday 6th October 2020, 11am, Stafford Borough Council TBC <p>The group agreed the suggested dates for 2021 – no concerns.</p> <table border="1" data-bbox="419 1512 1102 1877"> <thead> <tr> <th>Meeting</th> <th>Suggested date</th> </tr> </thead> <tbody> <tr> <td>FAG/GAG/PALS</td> <td>Tuesday 12th Jan 2021</td> </tr> <tr> <td>BOARD</td> <td>Tuesday 26th Jan 2021</td> </tr> <tr> <td>FAG/GAG/PALS</td> <td>Tuesday 6th April 2021</td> </tr> <tr> <td>BOARD</td> <td>Tuesday 20th April 2021</td> </tr> <tr> <td>FAG/GAG/PALS</td> <td>Tuesday 6th July 2021</td> </tr> <tr> <td>BOARD</td> <td>Tuesday 20th July 2021</td> </tr> <tr> <td>FAG/GAG/PALS</td> <td>Tuesday 5th October 2021</td> </tr> <tr> <td>BOARD</td> <td>Tuesday 19th October 2021</td> </tr> </tbody> </table>	Meeting	Suggested date	FAG/GAG/PALS	Tuesday 12th Jan 2021	BOARD	Tuesday 26th Jan 2021	FAG/GAG/PALS	Tuesday 6th April 2021	BOARD	Tuesday 20th April 2021	FAG/GAG/PALS	Tuesday 6th July 2021	BOARD	Tuesday 20th July 2021	FAG/GAG/PALS	Tuesday 5th October 2021	BOARD	Tuesday 19th October 2021
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Actions	Owner	Date
1. JK to review the credit card provider.	JK	07.04.20

Item	Decisions
1.	

Prepared By	Date	Checked By	File Code
Hazell Thorogood	30.06.20	Kimiyo Rickett	Finance Group Minutes 30.06.20